

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 12/07/16

**Agenda Date Requested:** 12/12/16

**Time Requested:** 15 Minutes

**To:** Carson City Visitors Bureau - Board of Directors

**From:** Joel Dunn, Executive Director

**Subject Title:** Approval of Ratification of the CCVB Monthly Bills.

**Staff Summary:** A list of bills/payments for October, 2016 is included in your packet for review.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve the ratification of the CCVB Monthly Bills for October, 2016.

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** n/a

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Supporting Material:** 2016 October – CCVB Account Activity Statement

**Prepared By:** Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000185	10/31/16	12086	BANK OF AMERICA	PMT FOR 09/03/16-10/05/16 CCVB CREDIT CARD CHARGES	10,342.27
363027	10/14/16	1558	BREWERY ARTS CENTER	EPIC RIDES - AUDIO EQUIP & SOUND ENGINEER	600.00
363032	10/14/16	8032	CAPITAL BEVERAGES	GIFT STORE INVENTORY - WATER	37.00
362971	10/07/16	2666348	CARSON CITY ART GALLERY	GIFT STORE INVENTORY - POTTERY	175.00
363160	10/14/16	2666348	CARSON CITY ART GALLERY	GIFT STORE INVENTORY - POTTERY	35.00
363339	10/21/16	2666348	CARSON CITY ART GALLERY	GIFT STORE INVENTORY - POTTERY	8.00
363409	10/27/16	13283	CARSON CITY SYMPHONY	GIFT STORE INVENTORY - TICKETS	196.00
363411	10/27/16	2665699	CARSON NOW LLC	2016 10 NOW AD MENU LINK	540.00
363483	10/27/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 10/18/16	1,865.00
363244	10/21/16	4583	CERTIFIED FOLDER DISPLAY SERV.	BROCHURE DISTRIBUTION 10/15/16-10/14/17	7,375.57
362876	10/07/16	15638	COMPUTER ARTISTRY	09/14/16-09/27/16 DESIGN WORK	780.00
363248	10/21/16	15638	COMPUTER ARTISTRY	09/28/16-10/11/16 DESIGN WORK	1,082.50
362879	10/07/16	8568	DATA GRAPHICS	18x36 MOUNTED POSTERS	998.20
363268	10/21/16	2663516	ELECTRIC LIGHTWAVE	2016 SEP TELEPHONE	16.83
362891	10/07/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
363271	10/21/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	54.95
363452	10/27/16	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2016 NOV RENT	562.00
363100	10/14/16	2665499	KOHN & COMPANY, LLC	FY16 AUDIT	2,400.00
363343	10/21/16	2666360	MARK SALINAS	MOVING EXPENSES	5,000.00
363516	10/27/16	2666360	MARK SALINAS	MARKETING BIKE REPAIRS	92.28
363318	10/21/16	13957	NV ENERGY	08/31/16-09/30/16	271.15
362955	10/07/16	2666053	ONE OFF CONCEPTS	GIFT STORE INVENTORY - METAL WORKS	140.00
363500	10/27/16	1602505	PITNEY BOWES INC.	07/30/16-10/29/16	275.07
363327	10/21/16	1603500	PONDEROSA STAMP & ENGRAVING	MARK SALINAS NAME PLATE	57.00
363150	10/14/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES SEP 2016	127.50
362981	10/07/16	1905375	SILVER STATE INDUSTRIES	EPIC RIDES - RAILROAD SPIKES ENGRAVING	1,500.00
363523	10/27/16	1905375	SILVER STATE INDUSTRIES	GIFT STORE INVENTORY - TSHIRTS	252.00
362997	10/07/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR BROCHURES	350.47
					35,158.79

**CCVB P-Card Report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2016-10-05 00:00:00 and 2016-11-04 23:59:59  
 Report Owner MCQUEARY, CHRISTINE  
 Report Time 2016-12-02 17:12:35  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
10/05/2016	LOWES #01024	28.91	740-7200-413-06-25-	BATTERIES
10/06/2016	WWWTAHOERIMTRAILORG	50.00	740-7201-450-05-40-	TAHOE RIM TRAIL ANNUAL FUNDRAISER EVENT REGISTRATI
10/06/2016	WWWTAHOERIMTRAILORG	500.00	740-7201-450-05-40-	TAHOE RIM TRAIL ANNUAL FUNDRAISER EVENT REGISTRATI
10/10/2016	VZWRLLS APOCC VISB	314.81	740-7200-413-07-10-	08/20/16-09/19/16
10/10/2016	SQ SQ THE WET T-SHIR	1,775.00	740-7201-450-05-40-	POW WOW EVENT T-SHIRTS
10/10/2016	WWWTAHOERIMTRAILORG	50.00	740-7201-450-05-40-	TAHOE RIM TRAIL ANNUAL FUNDRAISER EVENT REGISTRATI
10/11/2016	ATT CONS PHONE PMT	133.87	740-7200-413-07-10-	09/19/16-10/18/16 FAX LINE
10/13/2016	JMAC SUPPLY	112.00	740-7211-450-06-25-	DOOR COUNTER/CHIME
10/13/2016	SQU SQ COMMA COFFEE	20.81	740-7201-450-06-25-	TRAVEL WRITER MEETING MEAL
10/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201610 yourexperiencestartshere.comBusinessPackage
10/14/2016	UNIQUE SOUNDS & AUTO A	95.00	740-7201-450-06-25-	REPAIR SOUND SYSTEM IN MARKETING VEHICLE
10/14/2016	WWWTAHOERIMTRAILORG	60.00	740-7201-450-06-25-	EASTERN SIERRA TRAILS SUMMIT
10/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 OCT PROTECTION PLAN FOR PHONE 790-7757
10/18/2016	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	10/18/16-11/17/16
10/18/2016	MOO.COM	760.00	740-7200-413-06-25-	BUSINESS CARDS
10/20/2016	OFFICE DEPOT #973	186.94	740-7200-413-06-01-	INK, FAX CARTRIDGE, LABELS
10/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	09/20/16-10/19/16 CREATIVE SUITE MEMBERSHIP
10/21/2016	VIRGINIA CITY RESTAURA	100.10	740-7201-450-06-25-	V&T MARKETING MEETING MEAL
10/21/2016	VITAL SIGNS	1,025.10	740-7201-450-06-25-	BANNERS
10/23/2016	HARBOR FREIGHT TOOLS 3	112.91	740-7201-450-06-25-	MARKETING VEHICLE SUPPLIES
10/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 OCT LIST CHARGE 12,401-25,000
10/23/2016	LOWES #01024	173.80	740-7211-450-06-25-	VISITOR CENTER DISPLAY SUPPLIES

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
10/23/2016	THE HOME DEPOT #3312	77.61	740-7201-450-06-25-	MARKETING VEHICLE SUPPLIES
10/23/2016	THE HOME DEPOT #3312	29.22	740-7201-450-06-25-	MARKETING VEHICLE SUPPLIES
10/24/2016	OFFICE DEPOT 1135	728.93	740-7200-413-06-75-	OFFICE DESKS
10/25/2016	WAL-MART #3408	13.21	740-7211-450-06-25-	AIR FRESHENERS
10/25/2016	OFFICE DEPOT 1135	239.98	740-7200-413-06-75-	OFFICE SUPPLIES
10/25/2016	MICHAELS STORES 3758	41.95	740-7201-450-06-25-	SWAG/PRIZE BASKET SUPPLIES
10/26/2016	THE BIKE SMITH	1,000.00	740-7201-450-05-40-	ROAD TO THE FUTURE EVENT - BIKES
10/26/2016	LOWES #01024	21.45	740-7200-413-06-25-	BATTERIES & POWER
10/26/2016	IBS OF THE SIERRAS	244.15	740-7201-450-06-25-	MARKETING VEHICLE BATTERY
10/26/2016	THE LED LIGHT INC	106.05	740-7201-450-06-25-	LED STRIP LIGHTS
10/27/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 10/24/16-11/24/16
10/27/2016	NAPA AUTO TRUCK PARTS	45.42	740-7201-450-06-25-	MARKETING VEHICLE PARTS
10/28/2016	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	PRINTER RENTAL 09/29/16-10/28/16 & ADD'L IMAGES
10/28/2016	FINANCIAL SERVICES	1,618.32	740-7201-450-05-42-	PRINTER RENTAL 09/29/16-10/28/16 & ADD'L IMAGES
10/28/2016	BLUEBRIDGE DIGITAL INC	991.67	740-7201-450-03-49-	2016 OCT VISIT APPS MONTHLY SUBSCRIPTION
10/29/2016	RED'S OLD 395 GRIL	95.00	740-7201-450-06-25-	EPIC RIDES MEETING
10/31/2016	FACEBK D2ZZEA6TY2	1.46	740-7201-450-05-42-	FACEBOOK ADS
11/02/2016	CHARTER COMM	75.00	740-7211-450-06-25-	CHARTER INTERNET 10/20/16-11/19/16
report count:	40	12,299.31		